



>
Interactive
browsing, click
on the titles
to access the
information
you need

USER
GUIDE

USEFUL
INFORMATION

FITTINGS

REGULATIONS
& FORMALITIES



USER
GUIDE

TWO TOOLS TO HELP YOU GET READY FOR THE SHOW

- **THIS INTERACTIVE EXHIBITOR GUIDE**

With this document, you can easily access all the information needed to get you up and running.

- **THE CUSTOMER AREA**

In this online store, you can order all of the technical services you need until **Wednesday 4 September 2024 – 5.00 pm.**

Please note: from Saturday 14 September 2024, technical services must be ordered directly on-site at the Exhibitor office located in Pavilion 5.2.



USEFUL INFORMATION

- Access/traffic & parking
- Events/activities at stands
- Architecture & Decoration
- Complementary insurance
- Access pass
- Useful contacts
- GOURMET Team contacts
- Exhibitor timetables
Assembly/Opening/Dismantling
- Health and safety
- Cleaning/Vacating the stand
- Catering for exhibitors
- Meeting/Conference rooms
- Pavilion monitoring/Stand security

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

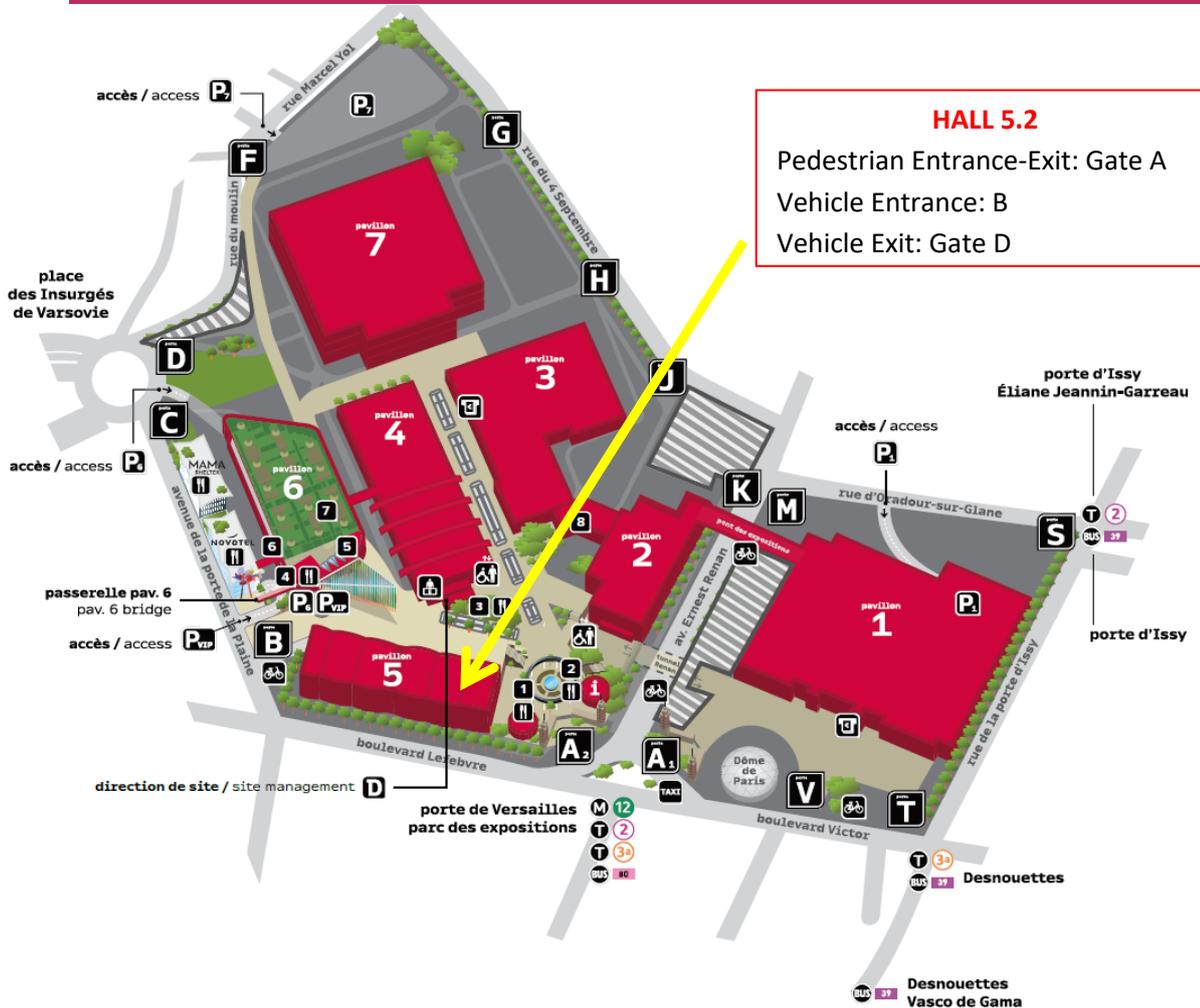
ACCESS TO THE EXHIBITION CENTRE PORTE DE VERSAILLES - PARIS



ACCESS / TRAFFIC & PARKING

2/7

ACCESS TO THE EXHIBITION CENTRE PORTE DE VERSAILLES - PARIS



➤ Via Public Transport

Metro:

- Line 12, station Porte de Versailles
- Line 8, station Balard

Bus:

- Line 39, station Porte de la Plaine
- Line 42, station Balard

Tramway:

- Line T2 station Porte de Versailles
- Line T3, station Porte de Versailles

➤ By road

- From A1, A4, A6, A10, A15 motorway: go in the direction of Paris, exit Porte de Versailles
- From A3, A13, A14 motorway : go in the direction of Paris, exit Porte de Versailles

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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ACCESS TO PAVILIONS

	STANDS TYPE	DATES	VEHICLE TYPE	PAVILIONS	ACCESS GATE	PARKING	EXIT GATE
ASSEMBLY	FITTED STANDS	14 th September	All types	Pavilion 5.2	B	Near Hall	D
OPENING TO THE PUBLIC		From 15 th to 16 th September	<ul style="list-style-type: none"> • Deliveries authorised from 7 am to 8.30 am at gate B for Pavilion 5.2. • Deliveries must be completed within 1 hour • No parking or storage of any kind is authorised inside the Parc des Expositions • Stopping and parking forbidden on the traffic movement corridors. • No parking on the safety perimeters, as soon as open to the public. • EXHIBITOR & VISITOR CAR PARKS OPEN from 8 am to 11 pm. 				
DISMANTLING	FITTED STANDS	16 th September	All types	Pavilion 5.2	B	Near Hall	D

Free parking ends at 11.00 pm on 14/09/2024. The Exhibition centre reserves the right to direct vehicles smaller than 1.90m towards free parking so as to ease circulation around the pavilions during the event's assembly and dismantling times.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

4/7

TRAFFIC IN THE EXHIBITION CENTER

There are strict rules for driving through the Exhibition Centre grounds. You must respect them and inform all your installation workers, transporters and suppliers about them.

Do not forget to tell them your stand and hall numbers.

- Obey the highway code
- Limit your speed to 20km/h (12mph)
- Do not stop or park any vehicles on thoroughfares
- Do not drive any vehicle inside the exhibition pavilions

Any vehicle which contravenes these rules will be removed without notice, at the expense and risk of its owner or the party responsible.

Parking is free during assembly and dismantling.

Attendants are on site to help you move around and park: please follow their advice carefully.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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PARKING

➤ During assembly

It is free to park on Exhibition Centre grounds as long as the regulations regarding parking times and areas are respected. Car park 6 will no longer be free as of 11 pm on 14th September.

Campervans and mobile homes are not allowed within the Exhibition Centre grounds.

Lorry access is subject to special conditions depending on traffic levels around the pavilion in question.

No motor vehicles may enter the pavilions on Saturday 14th September (except where special permission has been granted by the organiser).

- As soon as you have emptied your vehicles, move them on

➤ On dismantling evening

Only trolleys and platform trolleys may be used when the show is closed. Motor vehicles may enter the pavilion 2 hours after public closing time, as long as the space is in such a condition as to permit this.

If you arrive before the exhibition ground gates have been opened, you are wasting your time and causing congestion in the local area.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

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➤ **During opening times**

Deliveries are authorised from 7.00 am to 8.30 am once vehicles have been approved for entry into the Exhibition Centre grounds and given a temporary delivery permit.

No parking or vehicle storage of any kind is authorised within the Exhibition Centre grounds. Parking is not permitted on traffic movement corridors or safety perimeters once the exhibition has been opened to the public.

Please note: as of **Saturday 14th September at 11.00 pm**, all vehicles parked beside the pavilion must have been moved to the specified car park, failing which the vehicle may be removed and impounded.

RESERVING A PARKING SPACE

Parking subscriptions can be taken out for a fee (car park 6).

They can be reserved via your Exhibitor online shop.

During the set up and the opening, you can buy car park spaces at the Exhibitor Office in Pavilion 5.2.

The exhibitors' car parks are open from 8 am to 11 pm every day throughout the event.

USEFUL INFORMATION

ACCESS / TRAFFIC & PARKING

7/7

REGISTER YOUR VEHICLE ON LOGIPASS

IT IS MANDATORY TO REGISTER all vehicles that must access the exhibition area during setting-up and dismantling, on the website [LOGIPASS.VIPARIS.COM](https://logipass.viparis.com)

VIPARIS PROCEDURE:

All vehicles involved in the assembly and dismantling of the event, or in delivery hours during the public opening period, must be registered on Logipass to access the exhibition grounds.

Only empty light vehicles going to the 6 car park (and not the logistics areas) during the assembly and dismantling phase do not need to register on Logipass.

Each company or stakeholder can create their own account. This account allows you to register on specific time slots. The duration of a delivery is limited to 2 hours for utilities and 4 hours for trucks to allow all to make its deliveries in good conditions.

A hotline is set up for exhibitors / speakers who have a question to:
+ 33 (0) 1 40 68 11 30 / Infos-exposants@viparis.com

Process to follow:

<https://logipass.viparis.com/Content/Files/en/ModeEmploiExposantLogipass.pdf>

Bienvenue
logipass

Pour tous les intervenants et exposants (montage - DEMONTAGE - livraison)

Créer un compte pour enregistrer vos demandes d'accès de véhicules aux zones logistiques (pour la durée de déchargement) et aux parkings exposants (hors horaires de parking payant)

Adresse email
Mot de passe
Le champ Mot de passe est requis

Connexion

Mot de passe oublié ?
Créer un compte

© Tous droits réservés - Viparis 2018 | Hotline : +33 1 40 68 11 30 | Infos-exposants@viparis.com | Mode d'emploi | Conditions Générales d'Utilisation | Politique concernant les cookies

USEFUL INFORMATION

EVENTS / ACTIVITIES AT STANDS

GOURMET SELECTION has established standards to prevent problems during the trade show and ensure optimal visitor comfort.

Exhibitors may promote their stands as they wish, provided they adhere to the conditions below and respect the exhibitor timetable.

MUSICAL ENTERTAINMENT

Exhibitors who want to use music on their stands must inform the organiser beforehand. Any musical entertainment will only be authorised after the Organiser's agreement of a precise project proposal (sound source and equipment, type of entertainment).

If you wish to use recorded music on your stand (e.g.: CDs or DVDs), you need to obtain prior authorisation from SACEM. Make your declaration online:

<http://www.sacem.fr/cms/home/utilisateurs/diffuser/stands/sonorisation-stand>

Make your payment before the show begins.

Speakers must never be more powerful than **30 watts**. They must face inwards towards the stand and lean downwards. Volume must be no higher than **80 dB**.

If these provisions are not respected, the organiser will close down the exhibitor's stand or event without warning. The exhibitor agrees not to hold events for more than **2 hours** per day and only to hold events at times agreed in advance with the organiser.

PLEASE NOTE: NON-AUTHORISED ACTIVITIES

- Distributing or leaving brochures in aisles, at the show entrance, in the central aisle or any other part of the Exhibition centre (unless prior agreement has been granted by the organiser).
- Promotional activities in the aisles (with robots, hostesses, sandwich boards...).

USEFUL INFORMATION

ARCHITECTURE & DECORATION

> REFER TO YOUR CUSTOMER AREA (PRACTICAL INFO)

- **Rules for Architecture & Decoration at the show (p.32)**
- Special regulations

GOURMET SELECTION architecture and decoration regulations in p.32 cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and visitors are comfortable. These standards also cover the Safety & Fires rules applicable to shows, fairs and exhibitions.

GOURMET SELECTION has special regulations relating to its specific characteristics. Plans for any fitted and equipped by GOURMET SELECTION but supplemented with new, extra decorations must be submitted **for approval by 19 July 2024 at the latest.**

GOURMET SELECTION LOGISTICS DEPARTMENT

Marc MAYEUR

Tel : +33 (0)6 15 54 39 18

marc.mayeur.contractor@comexposium.com

EACH PLAN MUST INCLUDE

- Plan “seen from above” with scale, dimensions and positioning of borders (shared walls and aisles),
- Cross-section plan along with scale and dimensions of the projected lengths and volumes.

ESSENTIAL

- Any stands which do not respect established rules will be refused. Any stands set up without the agreement of GOURMET SELECTION can be dismantled at the exhibitor’s own expense.

USEFUL INFORMATION

COMPLEMENTARY INSURANCE

FIND OUT MORE IN YOUR CUSTOMER AREA

To find out what rules and regulations govern your insurance during the show, check the **"Regulations" (practical info)** section in your customer area and order complementary insurance in the **"My Store" section**.

COMPLEMENTARY INSURANCE AGAINST DAMAGE TO PROPERTY

Exhibitors may take out complementary insurance provided by GOURMET SELECTION to cover their property if the latter's value exceeds the amount covered by the insurance policy taken out as part of the registration application.

This cover takes effect from the day on which the show opens to the public (at 9:30 am on 15/09/2024) to the evening on which the show closes to the public (6:30 pm on 16/09/2024).

The premium will be equal to 0.27% of the value of the insured goods.

COMPLEMENTARY INSURANCE AGAINST THEFT

Exhibitors may take out complementary insurance to cover all valuable goods on your booth (except foods & drinks) against theft with 300.00€ franchise/loss. The premium will be equal to 0.63% of the value of the insured goods.

COMPLEMENTARY INSURANCE FOR PLASMA & LCD

Exhibitors may take out complementary insurance for Plasma and LCD screen which are securely fixed or connected into booth structure.

This cover takes effect from the day on which the show opens to the public (at 9:30 am on 15/09/2024) to the evening on which the show closes to the public (6:30 pm on 16/09/2024).

The premium will be equal 4% of the value of the insured goods, with a minimum of 250.00€ by guaranteed screen.

LOSSES

No losses may be accepted as valid without having been declared to the show's Exhibitors' office within 2 working days (in the event of theft) or 5 working days for other damage.

All damage claims must state the date, the circumstances and the approximate amount of damages and must be accompanied by the original police report in the event of theft.

COMMISSARIAT DE POLICE DU XV°

250, rue de Vaugirard – 75015 PARIS -

FRANCE

Tel.: +33 (0)1 53 68 81 00

PGS VIPARIS (Location: Hall 5 entrance)

For filing a complaint only if a third party has not been identified and there has been no violence.

USEFUL INFORMATION

ACCESS PASS

VERY IMPORTANT: COMPULSORY PASS-WEARING

- In order to be granted access to the exhibition halls, **all individuals must have been issued a GOURMET SELECTION** access pass, which must be worn during the assembly, opening and dismantling periods.
- **Identity checks** will take place around the pavilion.
- **Security equipment** and the wearing of safety footwear is **compulsory**, failure to comply shall result in access to the pavilions being denied.

EXHIBITOR PASS

- The exhibitor access pass grants access to the Exhibition Centre during the assembly, opening and dismantling periods in accordance with the timetables that feature on the exhibitor timetable. (See Exhibitor Timetable document – [Click here](#))
- You can declare and personalize your badges in the Customer area.
- The number of badges provided is calculated automatically according to the surface area of the stand: 1 badge per 3 sq.m (minimum 2 badges).

Exhibitor's access pass can be printed out directly from your Customer area, or at the Exhibitor Office, located Pavilion 5.2.

ASSEMBLY/DISMANTLING BADGES

The assembly/dismantling badge grants access to the Exhibition Centre during the assembly and dismantling periods in accordance with the timetables that feature on the badge.

Assembly and dismantling badges are available **at the 5.2 pavilion entrance** from the assembly beginning. Guards will give the badges at the pavilion entrance.

Assembly and dismantling badges are not valid during the exhibition opening period which runs from 15th to 16th September 2024.

Badges are mandatory.

USEFUL INFORMATION

USEFUL CONTACTS

1/2

FOR FURTHER INFORMATION, CONTACT HOTLINE: **+33 (0)1 40 68 23 00**

Monday to Friday, 9.00 am – 6.00 pm

GO TO YOUR CUSTOMER ZONE TO SEE THE COMPLETE LIST OF SERVICE PROVIDERS.

On-site access for people with disabilities	POINT INFO VIPARIS	+33 (0)1 57 25 15 15
Complementary Insurances	SIACI	18, rue de Courcelles - 75008 Paris -France Tel.: + 33(0)1 44 20 29 81 Fax: + 33(0)1 44 20 29 80 E-mail: philippe.huet@s2hgroup.com
French customs	INFO DOUANES SERVICE	From France: 08 11 20 44 44 (0.06 €/mn) From abroad: + 33 1 72 40 78 50 Website: http://www.douane.gouv.fr/
Copyrights	SACEM	Délégation Régionale de St Gratien 16 avenue Gabriel Péri - BP 103 95210 ST Gratien – France Tel.: + 33(0)1 76 76 74 80 Website: http://www.sacem.fr/
Health and Safety	SOCIÉTÉ D.O.T.	93, rue du Château 92100 Boulogne - France Tél : + 33 (0)1 46 05 17 85 Fax : + 33 (0)1 46 05 76 48 E-mail : sps@d-o-t.fr
Hospital	HÔPITAL GEORGES POMPIDOU	20 rue Leblanc - 75015 – Paris – France Tel.: + 33(0)1 56 09 20 00
Fireproofing	GROUPEMENT NON FEU	37-39 rue de Neuilly - BP 121 92582 Clichy - France Tel.: + 33(0)1 47 56 30 80 Fax: + 33(0)1 47 37 06 20 Website: http://www.securofeu.com/ E-mail: securofeu@textile.fr

USEFUL INFORMATION

USEFUL CONTACTS

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USEFUL CONTACTS

Parc des Expositions	GOODS DELIVERY	GOURMET SELECTION 2023 Exhibition VIPARIS- Porte de Versailles Your Company name Hall 5.2 / Stand number Porte de Versailles - 75015 Paris- France
Parc des Expositions	VIPARIS PORTE DE VERSAILLES	Tel.: + 33(0)1 40 68 16 16
Police	COMMISSARIAT DE POLICE DU XV^eARRONDISSEMENT	250, rue de Vaugirard 75015 Paris - France Tel.: + 33(0)1 53 68 81 81
VAT Refund	TEVEA INTERNATIONAL	29-31 rue Saint Augustin 75002 - Paris 6 - France Tel.: +33(0)1 42 24 96 96 Fax: + 33(0)1 42 24 89 23 E-mail: mail@tevea.fr Website: www.tevea-international.com
Stand Catering	HORETO PARIS	HORETO PARIS Service commercial Tél. : + 33(0)1 57 25 10 00 E-mail : commercial@horeto-paris.com
Catering on stand (External suppliers declaration)	VIPARIS	Myriam MOTTIN Tel.: +33 (0)1 40 68 14 46 E-mail: myriam.mottin@viparis.com
Fire Safety	CABINET SÉCURITÉ & INCENDIE GUILMIN	Mr Thierry GUILMIN 50, rue Gilbert CESBRON 75 017 PARIS Tel : +33 (0)6 60 87 27 43 Email : thierryguilmin@gmail.com

USEFUL INFORMATION

GOURMET TEAM CONTACTS

Director

Chantal DE LAMOTTE

Exhibition Director

Tel. : +33 (0)1 76 77 12 55

chantal.delamotte@comexposium.com

Sales team

Registration, setting up

Florence BERNARD

Sales Executive

Tel : +33 (0)1 76 77 11 53

Florence.bernard@comexposium.com**Karine ALLEGRINI**

Sales Executive

Tel : +33 (0)1 47 56 32 16

karine.allegrini@comexposium.com

Invitation card, exhibitors access pass, VIP, communication tools

Ingrid NGATCHANI

Customer Relations Officer

Tel. : +33 (0)1 76 77 20 80

ingrid.ngatchani@comexposium.com

Customers relations (billing)

Sales Administration Service

Gourmet.adv@comexposium.com

Communication Team

Isabelle FABRE

Communication Executive

Tel : +33 (0)1 76 77 12 97

isabelle.fabre@comexposium.com

Team

Operations Manager

Marc MAYEUR

Operation Manager

marc.mayeur.contractor@comexposium.com

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

1/2

WORKING HOURS, SET UP, DISMANTLING, POWER SUPPLY

Period	Dates		Power supply	Exhibitors timetables	Opening to the public
ASSEMBLY	Saturday	14 th Sept. 2024	12.00 am-8.30 pm	12:00 am-8.00 pm	
OPENING	Sunday	15 th Sept. 2024	8.00 am-7.00 pm	8.00 am-8.00 pm	9.30 am-6.30 pm
	Monday	16 th Sept. 2024	8.30 am-7.30 pm	8.00 am-10.00 pm	9.30 am-6.30 pm
DISMANTLING					

- For safety reasons, it is forbidden to work in the halls outside of the hours indicated.
- Equipped stands are dismantled from 7.30 pm on Monday 16th September.
- Storage spaces and furnishings have to be emptied between 6:30 pm and 7:30 pm on Monday 16th September.

PLEASE NOTE



NB: For each order of a permanent electrical connection (24h x 24h), please go to your online shop and order an “Electrical mode change”.

For a permanent and more powerful supply, first you have to order an “Electrical mode change” and then an increase of power (3 Kw to 4 Kw for instance).

USEFUL INFORMATION

EXHIBITORS TIMETABLES

ASSEMBLY / OPENING / DISMANTLING

2/2

ASSEMBLY PERIOD INFORMATION FOR EXHIBITORS

Empty goods and packaging must be removed from the site by 8 pm on Saturday 14th September.

Otherwise, pallets and other identified material not cleared away will be stocked outside the buildings. Unidentified elements will be stored outside the buildings. The removal and the delivery of these elements to the stand will be charged to the Exhibitor.

Final assembly work (including cleaning) has to be finished by 8 pm on Saturday 14th September.

No motorised vehicles will be allowed into the pavilions on Saturday 14th September, which is the final day for assembly (except where special permission has been granted by the organiser).

DELIVERIES ON-SITE



Be careful, mostly of delivery services such as EPS/DHL/TNT doesn't deliver on Exhibition Center Porte de Versailles. To avoid any inconvenience and no-delivery issue, we advise you to check with your provider that it will be able to deliver on-site, at pavilion 5.2.

NB: delivery trucks have to be equipped with tailgate for the unloading.

USEFUL INFORMATION

HEALTH AND SAFETY

FIND OUT MORE IN YOUR CUSTOMER AREA

- To read the Health & Safety regulations, check the 'Regulations' section (practical info)
- Fill in your Health & Safety certificate directly online in the 'My Account / My Forms' section

HEALTH AND SAFETY GUIDELINES

NOTICE SPS: Health & Safety Protection Plan.

To enjoy access to the exhibition halls, all individuals must be equipped with an access pass for GOURMET SELECTION 2023 (Exhibitor pass, Assembly/Dismantling pass delivered on site) and must wear safety equipment, including in particular safety footwear. Failure to do so shall result in access to the Exhibition halls being refused.

For additional information, please to contact our provider,

SOCIÉTÉ D.Ö.T.

93, rue du Château - 92100 Boulogne - France

Tél : + 33(0)1 46 05 17 85 - Fax : + 33(0)1 46 05 76 48

E-mail: sps@d-o-t.fr

IMPORTANT

The Health & Safety guidelines must be shared with all of your sub-contractors.

USEFUL INFORMATION

CLEANING VACATING THE STAND

FIND OUT MORE IN YOUR CUSTOMER AREA

To order cleaning skips, please contact the organiser at gourmet.selection@comexposium.com

HALL CLEANING

- Pavilion and aisles must be cleaned every morning before opening or every evening after the show has been closed to visitors and exhibitors.

DURING ASSEMBLY AND DISMANTLING

- Show cleaning service providers are on hand at the Exhibitor office located in Pavilion 5.2 to provide you with an estimate for supplying a skip for your materials and waste/rubbish.
- The exhibitor undertakes to remove and process their waste in compliance with the regulations in force.
- Once the assembly deadline has passed, GOURMET SELECTION may take any measures it deems useful to remove the materials and waste that remain on the stand site at the exhibitor's expense, risk and peril, as well as measures useful to destroying structures and décor of any kind which the exhibitor may have failed to dismantle.
- **Tip:** If you call upon the services of a decorator/designer for your stand, make sure that the quote you agree upon includes waste removal.

DURING THE OPENING PERIOD

Daily cleaning of the stand and the day before the opening of the show is included.

USEFUL INFORMATION

CATERING FOR EXHIBITORS

SET AND PROVISIONAL CATERING

GOURMET SELECTION 2023 makes restaurants available to you and your clients in the pavilion 5.2.

RECEPTIONS AND COCKTAIL RECEPTIONS

The concessionaire is at your service to organise receptions: meals, buffets, cocktails.

All caterers are authorised to provide their services in the exhibition centre upon notifying VIPARIS and finalising a temporary intervention contract.

For further details, contact:

Exhibition Centre Concessionaire

HORETO PARIS

Service commercial

Tél. : + 33(0)1 57 25 10 00

E-mail : commercial@horeto-paris.com

External caterer declaration

VIPARIS

Concession department

Myriam MOTTIN

Tel.: +33(0)1 40 68 14 46

E-mail : myriam.mottin@viparis.com

USEFUL INFORMATION

MEETING/CONFERENCE ROOMS

FIND OUT MORE IN YOUR CUSTOMER AREA

Conference/meeting rooms are available to hire during the duration of the show.
Regarding the hire offers, please send your email to: pauline.girin@viparis.com

In order to ensure your request is processed as quickly as possible, please supply us with the following information:

- Your contact details,
- The subject of your request (team meeting/general meeting/cocktail reception/events, internal, other, etc.)
- The size of the room (number of people)
- If you need a conference room for a specific time or day.

USEFUL INFORMATION

PAVILION MONITORING & STAND SECURITY

FIND OUT MORE IN YOUR CUSTOMER AREA

To order a security service, please refer to the “Useful Information” section of your Exhibitor area.

PAVILION MONITORING

General surveillance of the show is the responsibility of the organiser and is carried out in the very best conditions, yet this is an obligation of means and not of results.

The show's security company is aware of an increase in thefts and will ensure increased surveillance in the common areas.

Car parks are not monitored; objects of value inside vehicles must not be left out to ensure they do not attract interest.

STAND SURVEILLANCE

Exhibitors who choose to use special surveillance for their stands are asked to inform the organiser of this fact by providing a list of the people who will be intervening on the stand as well as the name and contact details of the chosen surveillance company.

Exhibitors are responsible for their own stands and must take all necessary precautions to ensure their equipment is protected and removed in the evening upon closing if no surveillance has been put in place.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Please note: Stand stockrooms are not secure premises.

THEFT PREVENTION

Due to an increase in theft noted during the assembly, opening and dismantling periods, some basic rules must be applied by the exhibitor:

- Avoid leaving invite boxes on exhibition furnishing units, tidy them away in a lockable unit,
- Do not leave your personal belongings out (wallets, handbags, bags, etc.),
- Do not leave mobile phones unattended,
- In the evening, tidy away any valuable items (computers, laptops, tablets) in a lockable unit or take them home with you,
- During the assembly and dismantling periods, one person must continuously be present at the stand.

This person serves as your only guarantee against theft.



FITTINGS

- JOINT FITTED STAND
- ESSENTIEL FITTED STAND
- DISCOVERY FITTED STAND
- STARTER FITTED STAND

FITTINGS

JOINT FITTED STAND

IF YOU HAVE RESERVED A JOINT FITTED STAND

- Minimum surface area : 36 sq.m
- ***You may take possession of your stand on 14/09/2024 at 12 am***
- ***Specific offer for National and Regional promotion only***



Non-contractual photo

Stands Collectifs Gourmet

Creatifs Tous droits réservés, CD 06 /03/24 - Image non contractuelle

Fitting includes:

- Black carpet and beige walls
- 1 storage 4 sq.m for a 36 sq.m stand – 1 additional sq.m per 9 sq.m
- 1 general signboard on each partition wall – Region or country name and logo + name of the exhibitor and stand number
- 1 signboard forex per co-exhibitor (**name, stand number and logo of the company**) per 9 sq.m unit if needed
- Furniture credit: 42€ per sq.m
- Spotlights – 1 rack of 3 spotlights per 9 sq.m
- 1 paper waste basket per exhibitor
- 1 **non-permanent power supply 3 kW**, 2 sockets in the storage room of the joint stand and 1 electric extension per co-exhibitor.
- Daily cleaning of the stand and the day before the opening of the show

CUSTOMIZATION AVAILABLE ON QUOTATION:

gourmet.commercial@comexposium.com

FOR THE DESIGN OF YOUR STAND, YOU WILL BE CONTACTED BY OUR GOURMET SELECTION STAND ADVISOR

FITTINGS

ESSENTIEL FITTED STAND

IF YOU HAVE RESERVED AN ESSENTIEL FITTED STAND

- Minimum surface area : 9 sq.m
- **You may take possession of your stand on 14/09/2024 at 12 am**

Non-contractual photo

Fitting includes:

- Black carpet and beige walls
- **Please note no partitioning at the edge of the aisle for 50cm and each end of your stand.**
- 1 lockable storage 1 sq.m **upon request**
- 1 signboard including the Exhibitor's name and stand number
- 1 table, 3 chairs (colour: white and wood)
- 1 welcome desk (backlit showcase)
- 1 high stool
- Spotlight :
 - 9 sq.m: 2 racks of 2 spotlights
 - Stand > 9 sq.m: 1 spotlight /3 sq.m
- 1 waste-paper basket
- 1 triple socket outlet connected to the electrical box
- **Non-permanent** power supply 3 kW
- Daily cleaning of the stand and the day before the opening of the show

**ADDITIONNAL FITTINGS
AVAILABLE IN YOUR
ONLINE SHOP OF YOUR
EXHIBITOR AREA**

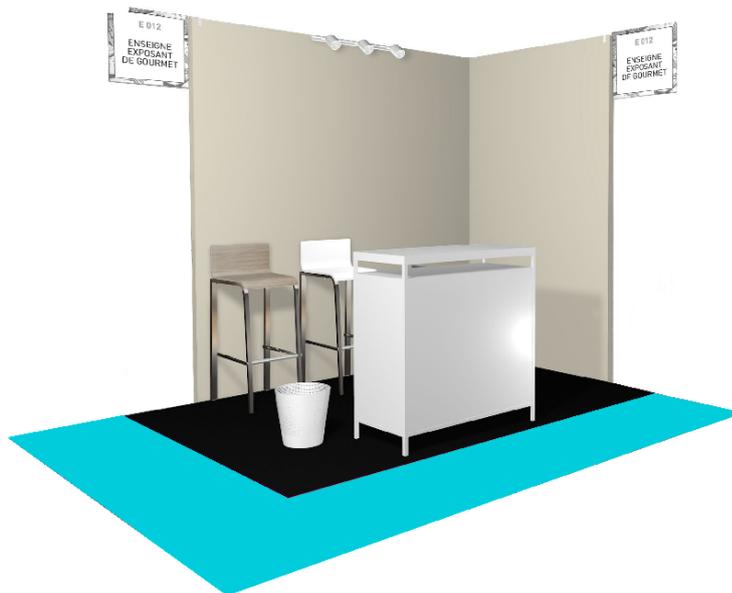
**FOR THE DESIGN OF YOUR STAND, YOU WILL BE CONTACTED BY OUR GOURMET
SELECTION STAND ADVISOR**

FITTINGS

DISCOVERY FITTED STAND

IF YOU HAVE RESERVED A DISCOVERY FITTED STAND

- Surface area : 6 sq.m
- 1 stand per company, first participation only
- ***You may take possession of your stand on 14/09/2024 at 12 am***



Non-contractual photo

Fitting includes:

- Black carpet and beige walls
- **Please note no partitioning at the edge of the aisle for 50cm and each end of your stand.**
- 1 signboard including the Exhibitor's name and stand number
- 1 welcome desk
- 2 high stools
- 1 rack of 3 spotlights
- 1 waste-paper basket
- 1 triple socket outlet
- **Non-permanent** power supply 1 kW
- Daily cleaning of the stand and the day before the opening of the show

**ADDITIONAL FITTINGS AVAILABLE IN YOUR ONLINE
SHOP OF YOUR EXHIBITOR AREA**

FITTINGS

STARTER FITTED STAND

IF YOU HAVE RESERVED A STARTER FITTED STAND

- Surface area : 4 sq.m (9 stands available)
- **You may take possession of your stand on 14/09/2024 at 12 am**
- **Offer for companies created in the past 2 years (upon presentation of the company regular registration form) and limited to 1 stand per company**



Non-contractual photo

Fitting includes:

- Black carpet and beige walls
- **Please note no partitioning at the edge of the aisle for 50cm and each end of your stand.**
- 1 signboard including the Exhibitor's name and stand number
- 1 welcome desk
- 1 high stool
- 1 rack of 2 spotlights
- 1 waste-paper basket
- 1 triple socket outlet
- **Non-permanent** power supply 1 kW
- Daily cleaning of the stand and the day before the opening of the show

ADDITIONNAL FITTINGS AVAILABLE IN YOUR ONLINE SHOP OF YOUR EXHIBITOR AREA

REGULATIONS & FORMALITIES

REGULATIONS

- DISABLED ACCESS AT THE SHOW
- [DECORATION REGULATIONS](#)
- FIRE & PANIC RISK

READ OTHER REGULATIONS IN YOUR CUSTOMER AREA

- General terms and conditions of surface space hire and stand layout
- General regulations of sales events
- Regulations for Rental Risk Insurance, Damages to property
- Special Regulations
- General Terms and Conditions for the Sale of Communication Tools

FORMALITIES

- CUSTOMS
- EXHIBITORS SAFETY INSTRUCTIONS
- USING FOREIGN SERVICE PROVIDERS
- REFOUND OF FRENCH VAT (TVA)

REGULATIONS

DISABLED ACCESS AT THE SHOW

PREAMBULE

The order of 1st August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally the pavilions, exhibition halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc.

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organised by COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for manoeuvring at each end of the ramp.

No floorboard allowed at GOURMET SELECTION 2023.

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

- Stands on upper floors are forbidden.

FITTING OF ROOMS OR AREAS RECEIVING SEATED MEMBERS OF THE PUBLIC (CONFERENCES, STANDS, GRANDSTAND, ETC.)

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits. The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

Welcome and information desks must be accessible to people using a wheelchair.

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.

REGULATIONS

DECORATION REGULATIONS

IMPORTANT

According to your participation at GOURMET SELECTION, it is important to underline that the Organiser offers only fitted stands and that by signing your admission request, you are committing to respecting every clause in the decorations and events regulations detailed hereafter.

ARCHITECTURE & DECORATION RULES

GOURMET SELECTION decoration regulations cover all the presentation standards for stand fittings, which have been established to ensure the show runs properly and that visitors are comfortable.

Agreements between exhibitors are not authorised. Only the Organiser is able to make exemptions, once a written request has been submitted.

Any project that will not comply with the Regulations will be rejected, and any stand that would be erected without the approval of the Logistics service from GOURMET SELECTION will be dismantled at the exhibitor's expense.

All plans must be submitted **before 19 july** and must include:

- ✓ **Plan « seen from above » with scale, dimensions, and setback positioning (shared walls and aisles).**
- ✓ **Cross-section plan with scale, dimensions, and heights for projecting volumes.**

COMEXPOSIUM
Gourmet Sélection
70 av du Général De Gaulle
92058 Paris La Défense cedex
E-mail : marc.mayeur.contractor@comexposium.com

1-STAND BUILDING – SIGNS - FLOORS

**Construction and decoration maximum height:
2.50 m**

All construction, decoration or signage, and furniture (sign, advertisement, and balloons) must not exceed 2.50 m from the floor.



Concerning 50cm openings at the edge of the aisle, **only the furniture or decorative items not exceeding 1 m height will be allowed** (no signage can replace the stand frame on a width of 0.50 m).

Otherwise, a 0.50 m clearance limit will be requested. No decorative items of furniture can be located under the stand sign.

No showcases or furniture exceeding 1 m height can be located at the edge of the stand or they must respect a 0.50 m clearance limit.



No floorboard is allowed in the building of your stand.

Equipment and products exhibited must not cause any damage to the neighbouring stands. Equipment must not exceed the stand surface.

It is forbidden to close a stand. Mezzanines are not allowed.

The exhibitor's location must be left in its initial state. The exhibitor responsible will be billed for any damage done during dismantling. Exhibitors are responsible for their service providers (decorators, installation workers, etc.).

REGULATIONS

DECORATION REGULATIONS

2- PILLAR COVERING

Maximum height of 2.50 m from the floor.

3- ELECTRICAL INSTALLATIONS ON STANDS

For obvious safety reasons, it is strictly forbidden to use the private installations of the Exhibition centre (e.g. hall ducts, water ducts) for laying electrical cables to the stands.

4- SIGN / LIGHTING BRIDGE

Lighting bridge, high signage and slinging are not allowed.

Flashing lights and beacons are prohibited.

5- MACHINERY IN OPERATION

All machines and equipment shown in operation during the exhibition must be declared to the exhibition Organiser otherwise they will have to cease operation (e.g. hotplate).

All presentations and demonstrations shall be carried out under the exhibitor's full responsibility. A protected area must be provided to ensure that the public is kept at a minimum distance of 1 m from operating machines. This distance may be increased depending on the exhibit's features. Only machines and equipment approved by the Safety Commission as complying with the regulations will be allowed to be exhibited in operation.

OVERALL RULES**1- HALLS' FLOORS, WALLS AND PILLARS**

It is strictly forbidden to drill or make fixing holes, grooves or cuts in floors, walls and pillars.

A € 300 excl. VAT fee will be applied by hole in case of non-respect of these instructions.

It is also forbidden to paint the walls, floors and pillars.

2- SOUND PRESENTATIONS

Exhibitors who wish to use sound equipment on their stands must comply with the following rules:

The sound power reflected by the decoration or presentation items shall not exceed 80 dB (A) – when measured within a 2.50 m area surrounding the stand. The rules laid down for the use of sound equipment on stands are intended to minimize inconvenience to neighbouring stands.

Moreover, for playing music or organising musical presentations on your stand, you must pay fees before the exhibition opening to the following French music rights body:

SACEM
16, avenue Gabriel Péri
95210 SAINT GRATIEN - France
Tel. +33 (0)1 39 34 19 10
sylvie.bizouard@sacem.fr

Please comply with the above sound level without exception and even for a short time. Continuous and severe inspection will be carried out to ensure that these rules are strictly observed.

The Organiser reserves the right to take all appropriate measures to stop any sound presentation performed in violation of the above rules.

3- LEAFLETS

Unless a commercial agreement has been specifically reached, it is strictly forbidden to distribute leaflets, handouts, etc. outside the stands, including in the areas around the halls (i.e. check-in gallery, car parks, front square).

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

1/5

1. GENERAL REMARKS

The safety regulations to prevent risk of fire and panic in establishments open to the public are determined by the Decree of 25 June 1980 (general provisions). The Decree of 18 November 1987 defines the special provisions applicable in exhibition pavilions. The text below highlights extracts of these regulations in order to make them easier to understand.

Any large project must be submitted for the approval of the Security Officer assigned to the trade show. All plans and technical information must be sent for this purpose to the organiser at least one month before the show opens.

During the assembly period, the Safety Officer oversees the application of the safety measures mentioned above. All further information concerning fire safety can be obtained from:

Cabinet GUILMIN

Mr Thierry GUILMIN

Tel : +33 (0)6 60 87 27 43

Email : thierryguilmin@gmail.com

FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983): In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.

2. DISABLED ACCESS

Exhibitors must carefully apply articles L.111-7, L.111-7-3 and R 111-19 to R.111-19-8 of the Construction and Habitation Code (Code de la Construction et de l'Habitation) and the Decree of 1 August 2006 regarding disabled access to establishments which are open to the public and with facilities which are open to the public:

Pathways will be horizontal and will not have steps or steeper inclines than decreed by law:

- minimum width = 0.90m,
- 33% bevel threshold strip, if floor has a rise of < 4cm,
- 4% inclinations, whatever the length of pathway,
- 5% inclinations over lengths of < 10m,
- 10% inclinations over lengths of < 0.50m.

Reception desks must be usable by people in wheelchairs (maximum height of 0.80m, with a gap of 30cm to make room for knees at a height of 0.70m).

3. STAND FITTINGS

3.1. MATERIALS CLASSIFICATION REQUIREMENTS

3.1.1 - General remarks

The materials used must meet fire resistance characteristics (French or European classification).

3.1.2 - Requirements

- stand frame and partitions with at least a minimum **M3 classification**,*
- wall coverings (natural or plastic textiles with at least **M2 classification**,*
- curtains, hangings and free-hanging net curtains with at least **M2 classification**,*
- firmly fixed floor covering with at least **M4 classification**,*
- coverings for podiums, platforms or terraces (if h > 0.30 metres and if S > 20 m²) with a minimum of M3 classification,*
- decorative items with at least M1 classification,*
- full velums with at least M2 classification,*
- ceilings and suspended ceilings, with at least M1 classification.*.
- *M1 classification, EU class B
- M2, EU class C
- M3, EU class D
- M4, EU class D

3.1.3 – Equivalences

- Solid non-resinous wood: if thickness >14 mm, classified M3* or D,
- solid resinous wood: if thickness >18 mm, classified M3* or D,
- panels derived from wood (plywood, slats, fibres, particles): if thickness >18 mm, classified M3* or D.

IMPORTANT: Each stand must keep its records of its materials' fire ratings or the equivalent fireproofing certificates.

3.2. CONSTRUCTION AND OUTFITTING RULES

3.2.1 – Are forbidden:

- curtains, hangings and net curtains in front of exits,
- paints and varnishes classified flammable (nitrocellulose or glycerophthalic paints for example),
- use of signs or billboards in white letters on a green background.
- stands with several levels.
- ceilings for upper levels (ceiling, suspended ceiling, velum fabric). Only mesh velum or "smoke out" velum is authorised

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

2/5

3.2.2 – open stands (ceiling, velum, upper floors)

- - each stand must be at a 4m distance, If $S > 50 \text{ m}^2$:
- * appropriate extinguishers,
- -presence of one SSIAP1 qualified fire safety officer,
- be fitted with standalone emergency lighting units. This emergency lighting must be placed in sleep mode when the normal lighting installation is intentionally turned off.
- for canopies, secure attachment and crossed wire-mesh support (1m^2 maximum).

3.3 - FIRE-PROOFING

Fire-proofing may give M2 quality to materials that are normally moderately or highly flammable. A list of approved fireproofing firms may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION

10, rue du Débarcadère, 75017 PARIS - France
Tel.: +33 (0)1 40 55 13 13

3.4 – MATERIAL FIRE REACTION REPORTS

Exhibitors must keep fire reaction reports at their stands for coverings and materials used, or failing that, be in possession of the equivalent fireproofing certificates.

Exhibitors should obtain these coverings and materials from specialist suppliers or retailers, thus avoiding the need for fire-proofing on site, which involves some drawbacks (the salts used attack metals and the fireproofing is valid for only 3 months). Contact:

GROUPEMENT NON FEU

37-39, rue de Neuilly - BP 121 - 92113 Clichy Cedex - France
Tel.: +33 (0)1 47 56 30 81 or +33 (0)1 47 56 31 48

4. ELECTRICITY**4.1 - GENERAL REMARKS**

- installations must comprise only fixed cable runs,
- cables or conductors must be category C 2,
- ducts and sections used for the cable runs and cable masks must be of the type that does not propagate flame, in compliance with current standards,
- all ducts must comprise an earth conductor connected to the cabinet earth terminal.
- if, in exceptional cases, class 0 materials on display have an electrical supply, they must be protected by residual current devices with a differential of 30mA maximum,
- class I appliances must be connected to the earth conductor of the duct supplying them.
- use of individual earthing protection is prohibited.

4.2 – ELECTRICITY CABINETS

- inaccessible to the public,
- easily accessible for staff and the emergency services,
- a safe distance from all inflammable and combustible materials or products.

IMPORTANT: if P > 100 kVA

Electrical cabinet in a closed room reserved for this use only, room signposted, CO₂ or powder type extinguisher installed, M3 partitions, not located under a mezzanine accessible to the public.

Send back the "declaration of appliances and equipment in operation" form, attached in the appendix.

4.3 – HALOGEN LAMPS (STANDARD EN 3 60,598)

Any stand lights consisting of halogen lamps must:

- be placed at a minimum height of 2.25 metres,
- must be kept away from all combustible materials (at least 0.50m from wood and other decorative materials),
- must be fixed solidly,
- be equipped with a safety screen (glass or fine mesh grill) to protect against any risk should the light bulb burst.

4.4 – HIGH VOLTAGE ILLUMINATED SIGNS

- Protected by a screen made of M3 or D category material.
- off switch indicated,
- transformers located out of normal reach,
- Danger, high voltage" signs, if necessary.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

3/5

5. HELIUM BALLOONS

- Do not store helium cylinders (empty or full) in the hall,
- Do not blow up balloons near members of the public,
- Balloons must not go beyond the limits of the stand,
- If you are using light-up balloons, they must have an M2 or European C standards covering.

6. TEMPORARY COOKING APPLIANCE INSTALLATIONS FOR CATERING

- One cooking point per stand only,
- Total power of cooking and/or heating equipment < 20 kW (stove, hotplate, oven, gas burner etc.),
- If cooking produce greasy vapours filtering hood with 3 filters to trap grease and odour,
- If liquefied gas is used: only Butane is authorised in 13 kg cylinders (Propane is prohibited). A cylinder may supply one device only.
- if P > 20 kW, contact Cabinet RAILLARD,
- a "Declaration of installation of cooking or heating appliances for catering" form describing the nature and power of cooking devices to be installed, will be sent to the organizer one month before the show open.

7. USING LIQUEFIED HYDROCARBONS

- Only receptacles containing no more than 13kg of liquefied gas are allowed into the halls.

BUTANE

- Bottles in use must be placed out of reach of the general public and protected from impact,
- Bottles must be separated from each other by a rigid, non-combustible screen, or kept at least 5m apart from each other,
- 1 bottle for at least 10m², with a maximum of 6 bottles per stand,
- No empty or full bottles can be stored on the stand while unconnected,
- Ductile or flexible connection tubes must be renewed once their expiry date for use has been reached,
- Bottles must be kept upright, with the stop valve accessible at all times.

8. MACHINES AND APPLIANCES USED FOR DEMONSTRATION PURPOSES (INCLUDING COOKING AND HEATING APPLIANCES AND BURNERS)

8.1 – GENERAL REMARKS

- Must be declared to the organiser 30 days before the show opens (see appendix for model),
- Must not present any risk to the public,

- if working machines or appliances are presented in at-rest status:

*dangerous parts must be more than 1m from the public or protected by a rigid screen.

*dangerous parts = moving parts, hot surfaces, sharp edges/points/blades

- if machines or appliances are presented in a moving status:
- protected area placing the public at least 1m from the machines.
- if a machine presents exposed hydraulic cylinders in static raised position:
- hydraulic safety systems with a mechanism which prevents the cylinders from working unwarranted.
- correctly stabilised positions.

8.2 – HEATERS

Heaters presented in operation must respect the following measures:

- open fires are not allowed. Only heaters with front panels can be presented in operation.
- fumes from burned gases must be extracted away from the inside of the building via extractor ducting which complies with French standards.
- a 2m security perimeter around the appliance (the stand partitions must also respect this perimeter),
- the declaration must be handed in to the organiser and safety officer (see appendix: declaration of machines and appliances in operation [Operating machine declaration]).

8.3 – BIOETHANOL HEATERS

All containers of flammable liquids on stands (cans of paint, polish, bottles, aerosol canisters, etc.) must be empty except for a few samples containing limited quantities used for demonstrations.

8.4 – PROHIBITED MATERIALS, PRODUCTS AND GASES

Ethanol heaters presented in operation will respect the following measures:

- appliances must be complaint with standards,
- there must be a 2m security perimeter around the apparatus (the stand partitions must also respect this perimeter),
- surface temperatures must be < 40°C,
- there must be no more than 5 litres of combustible liquid on the stand and it must be held in storage,
- drums containing ethanol will be kept closed and labelled with the relevant standardised pictograms,
- tanks will only be filled away from the public,
- direct contact between the public and the flame will be impossible.

REGULATIONS

FIRE & PANIC RISK PREVENTION REGULATIONS

4/5

9. SPECIAL EFFECTS

(Please contact the Cabinet GUILMIN)

- If technical installations are fitted on the stand to create special effects (smoke machines, dry ice machines using carbon dioxide and laser machines), they must be compliant with technical instructions for using such equipment (decree of 11 December 2009, Journal officiel de la République française of 16 February 2010).
- Due to the presence of automatic fire detection systems in some halls or pavilions, the use of these types of technical installations is sometimes restricted.
- At least 30 days before the show opens, these installations must be declared (or in the case of lasers, usage must be requested) via the relevant authority (please contact the Cabinet GUILMIN).

IMPORTANT: Machines which use enclosed lasers (e.g.: for cutting, reading, or measuring) as part of demonstrations for exhibition purposes only can be used without the prior agreement of the administrative authority. However, they must be declared to the organiser 30 days before the show opens.

10. PROHIBITED MATERIALS, PRODUCTS AND GASES

Prohibited:

- distributing samples or products containing flammable gas
- balloons inflated with inflammable or toxic gas
- items made of celluloid
- the presence of fireworks or explosives
- the presence of ethylene oxide, carbon disulphide, sulphuric ether or acetone
- pyrotechnical effects, firecrackers, sparks and flames

11. FLAMMABLE LIQUIDS

Each stand may only use flammable liquids in the following quantities:

- 10 litres of Class 2 flammable liquids for every 10m² within the stand, to a maximum of 80 litres
- 5 litres of Class 1 flammable liquids.

12. SAFETY EQUIPMENT

- Must remain visible at all times
- Must be accessible at all times
- Fire hoses must not be covered by housing, other encumbrances or decoration

They must be accessible: there must be a pathway of at least 1m in width leading to the hose from the nearest gangway

13. INSTRUCTIONS FOR OPERATION

- Crates, cardboard boxes and wood may not be left on stands and in passages.
- Daily cleaning necessary.

FORMALITIES

CUSTOMS

1/3

IMPORTANT: CUSTOMS INFORMATION

+33 (0)8 11 20 44 44* (€0.06/min)

www.douane.gouv.fr/

Economic Regimes Office

Customs and excise duties

Open: Monday to Friday

Time: 9am – 5pm

BRINGING MATERIAL THROUGH FRENCH CUSTOMS FROM OVERSEAS (NOT INCLUDING EU)

During GOURMET SELECTION, the Parc des Expositions de Paris Porte de Versailles exhibition grounds are granted temporary admission by customs.

This temporary admission starts the day the material enters the exhibition halls and ends 30 days after the exhibition closes.

Foreign merchandise must be inspected by customs before it reaches exhibitors' stands.

GENERAL COMMON LAWS

Arrival of goods:

Goods must be presented to the Bureau de Paris Principal - rue Léon Jouhaux – 75015 Paris by an accredited customs clearance officer with one of the following documents:

1) Transit document:

A declaration made in a customs office at a road border, port or airport upon the goods' arrival in French national territory or in their country of origin should customs agreements exist between this country and France.

Documents to provide with the transit document:

- An invoice (5 copies)
- A CMR for road transportation, an air waybill for air transportation or bill of lading for sea transportation
- A packing list
- Description of the apparatus (if machines)

Important: Any apparatus which is to operate on stands must have documentation to certify its conformity.

FORMALITIES

CUSTOMS

2/3

Temporary admission:

Under no circumstances do the above documents confer temporary admission.

Upon arrival at the exhibition's customs office, goods must be immediately declared for temporary admission via an on-site customs clearance agent (go to your online Customer zone for a list of official agents).

After the declaration has been recorded, goods may potentially be checked by customs officers. They cannot be sent on to the exhibitor's stand until all these formalities have been completed. For the duration of the event, goods must be presented at the stand whenever customs authorities request it.

Important: Temporary admission is only conferred for the exhibition which is the subject of this document. No apparatus may leave the stand under any circumstances until the formalities for outgoing goods have been completed.

Outgoing goods:

As indicated above, no foreign goods from non-EU countries may leave the premises until one of the necessary declarations has been submitted to the customs office via the same customs clearance officer who oversaw the procedure for entry on site.

Apparatus can only leave the premises once one of the three following procedures has been completed:

- 1/ Re-export
- 2/ Transit under the continuous control of customs officials to another customs warehouse on French national territory
- 3/ Use on French metropolitan territory

In this case the apparatus must be declared for use by the same customs clearance officer who received from the importer the relevant duties and taxes on behalf of the tax authorities.

Important: All procedures overseen by customs clearance officers are at the exhibitor's own expense.

FORMALITIES
CUSTOMS

3/3

ATA Carnet systems for exhibitions

(Excludes food products)

The ATA Carnet can be used for goods to be exhibited or used at an exhibition.

This international document can be used in place of the formalities referred to in paragraph 1 (transit document).

Entry formalities can be done at the border to European Union territory (or port or airport).

At the end of the event, re-export can also be done at the EU territory border. The deadline for re-export may also be established at the EU territory border. The re-export deadline is established in accordance with the dates defined by the country which issued the Carnet, provided that the expiry date of the Carnet is not exceeded.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

1/6

The Health Safety & Security Notice is a document written and devised by the coordinator Mr Martin JOUET defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of the GOURMET SELECTION 2023 Exhibition.

**EVENT ASSEMBLY AND DISMANTLING DATES
EQUIPED AND READY TO EXHIBIT STANDS**

ASSEMBLY	DISMANTLING
14 th September 2024 From Midday to 8 pm	16 th September 2024 From 6.30 pm to 10 pm

**On the last day of assembly, no motorised vehicle will be accepted in the pavilion
(unless exceptional authorisation has been given by the Organiser).
For the dismantling, on the 16th September 2024,
no motorised vehicle will be accepted in the hall before 7.30 pm**

After reading the Health, Safety & Security Notice, it is essential to complete the following certificate declaring your commitment to respect the hygiene, health and safety measures throughout the entire exhibition (including Assembly and Dismantling) **in your Customer Area "Participation"**. **The exhibitor has a duty and legal obligation to:**

1°) **COMPLETE AND SIGN THE SAFETY INSTRUCTIONS CERTIFICATE** in your Customer Area or sent by email to DÖT.

DÖT - GOURMET SELECTION 2023

Fax : +33 (0)1 46 05 76 48

Email : sps@d-o-t.fr

2°) **PASS ON THE SAFETY INSTRUCTIONS TO EACH OF HIS SUBCONTRACTORS WHO ARE WORKING ON THE STAND DURING THE ASSEMBLY AND DISMANTLING PERIODS**

3°) **CONSULT THE EVENT WEBSITE FOR THE SANITARY PROTOCOL MEASURES IN FORCE AT THE EXHIBITION.**

CERTIFICATE

The Company

Represented by Mr / Mrs ,.....

Declares that he/she has read the documents relating to the prevention of accidents at work and to the protection of health concerning his/her participation in the exhibition GOURMET SELECTION 2024 and undertakes to conform to these without reserve or restriction.

Commercial stamp and signature

Place and date :

FORMALITIES

EXHIBITORS SAFETY
INSTRUCTIONS

2/6

DEFINITION OF WORK AREAS

VENUE	HALL
PARIS EXPO – Porte de Versailles 1, Place de la Porte de Versailles 75015 PARIS Reception : Tel: +33 (0)1 40 68 22 22 Exhibitors services: Tel: +33 (0)1 40 68 23 00	5.2

ASSEMBLY & DISMANTLING DATES FOR EXHIBITORS

II.1. THE PARTICIPANTS

II. 1. 1 General Organisation

The Comexposium Company acts as the general exhibition Organiser of GOURMET SELECTION 2023.

ORGANISER / EMPLOYER	SHOW DIRECTOR
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex - France Tel: +33 (0)1 76 77 11 11	Mrs Chantal DE LAMOTTE Email : chantal.delamotte@comexposium.com
LOGISTICAL MANAGER	LOGISTICAL DIRECTOR
Marc MAYEUR Email : marc.mayeur.contractor@comexposium.com Tel : +33 (0)6 15 54 39 18	Mr Jean-Marc PIERRE Email : jean-marc.pierre@comexposium.com
CONTACT RECEIVING EXHIBITOR'S DEMANDS	
Marc MAYEUR Email : marc.mayeur.contractor@comexposium.com Tel : +33 (0)6 15 54 39 18	

INSURANCE AGENCY – Civil resp. / Dam. to property	TOWN HALL
SIACI SAINT HONORE 18 rue de Courcelles 75384 PARIS Cedex 08 Tel : +33 (0)1 44 20 99 99 Email : philippe.huet@s2hgroup.com	MAIRIE DU XV^{ème} Arrondissement 31 rue Pecllet 75015 PARIS Tel : +33 (0)1 55 76 75 15

FORMALITIES

EXHIBITORS SAFETY
INSTRUCTIONS

3/6

II. 1. 2 HSP Coordination / Fire Safety

HSP COORDINATOR	FIRE SAFETY CABINET
D.Ö.T: 93 rue du Château - 92100 BOULOGNE - France Tel : + 33 (0)1 46 05 17 85 Fax : +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	Cabinet GUILMIN 50, rue Gilbert CESBRON 75017 PARIS Tel : +33 (0)6 60 87 27 43 Email : thierryguilmin@gmail.com
The dates of presence of the fire safety representative haven't been defined. The date of the safety committee tour of inspection hasn't been defined.	
FIRE PROOFING	
Groupement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY - France Tel : + 33 (0)1 47 56 31 48	Groupement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS - France Tel: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
NA: No double storey stands planned on the exhibition.	

II.2. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Section 15 A 46-52 rue Albert 75640 PARIS Cedex 13 Tel : +33 (0)1 40 45 36 03	Service des risques Professionnels. 17/19, avenue de Flandres 75019 PARIS – France - Tel: +33(0)1 40 05 38 16
O.P.P.B.T.P.	GLOSSARY
25 avenue du Général Leclerc 92100 BOULOGNE-BILLAN COURT Tel : +33 (0)1 46 09 27 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.3. EMERGENCY SERVICES

ON THE SHOW SITE: Time and location displayed on the hall plans

GENERAL SURVEILLANCE POST	FIRE SAFETY
Tel : + 33 (0)1 72 72 18 18	Tel : + 33 (0)1 72 72 15 32

OFF SITE

FIRE SERVICE	POLICE STATION
6 place Violet 75015 PARIS - France Tel : 18 ou 112 (mobile) ou + 33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS - France Tel: 17 ou + 33 (0)1 53 68 81 00
SAMU (FIRST AID EMERGENCY)	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS - France Tel: 15 ou + 33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS - France Tel: + 33 (0)1 56 09 20 00

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

4/6

TOILETS

To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer will ask the venue to open additional communal toilet facilities in the site from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities.

The toilet facilities that are open will be indicated on the plans posted up at the hall entrances.

CLOAKROOMS / CANTEEN

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the Organizer.

There will be no canteen for meals.

SITE CONSTRAINTS

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc....) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organiser.

SPECIAL MEASURES

At the request of the Organiser and of the HSS Coordinator, the company has the duty to complement or improve the hygiene and cleaning protection measures already carried out, if they are judged to be insufficient. The free movement (of men and lifting equipment) around the stands must be possible at all times of the assembly and dismantling periods. To ensure this, plans indicating the authorised traffic movement and storage areas will be drawn up, displayed at the hall entrance and distributed to handlers and fork-lift truck drivers.

MEASURES TAKEN TO RESTRICT ACCESS ONLY TO PERSONS WORKING ON SITE

Access to the show site is only possible for persons and vehicles carrying authorization from the Organiser.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the halls entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorized workers (children, friends, family, pets...) are strictly forbidden.

WORKFORCE

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions (presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task).

The company must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway.

Access to the online declaration portal: www.sipsi.travail.gouv.fr

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

5/6

CLEANING

The Organiser provides Skips. Waste collection and cleaning are carried out during assembly and dismantling by the selected companies.

INDIVIDUAL PROTECTIONS (IP)

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (EPI):

Wearing safety shoes (reinforced toe caps + steel plates) is obligatory for all persons entering the show site during the assembly and dismantling periods.

WORK AT HEIGHT

Ladders, stepladders and footstep platforms must not be used as work positions.
(Article R 4323-63 of the work code)

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (article R 4323-63 of the work code).

The companies may work at heights with scaffolding or mobile platforms, taking into account the strength values of the floors..

The scaffolding must be level when it is used.
The wheels of mobile scaffolding must be locked in position when it is in use.

No worker must remain on mobile scaffolding while it is being moved.

Legal restrictions concerning work at heights must be respected.

PREVENTION OF RISKS OF PROFESSIONAL DISEASES

Hazardous materials

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, and **put in place the protection measures specified on the sheet.**

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.
The spray-painting process is prohibited

Noise disturbance

The use of noisy machines or equipment must adhere strictly to current regulations. All necessary methods and provisions must be used (hood, screen, silencer etc.) so as not to exceed the regulatory limits as regards acoustic levels.

FORMALITIES

EXHIBITORS SAFETY INSTRUCTIONS

6/6

RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (Saws, sanders, blowtorches, welding torches, etc.), efficient protection means must be provided (Central vacuum, masks, glasses...).

Only water disc cutters will be allowed for cutting tiles, stones...

To be accepted into the halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.

Article R 4412-70 of the work code

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. **They must in no circumstances be placed in the movement aisles**, and the electricity supply must be disconnected when they are not in use.

FIRE SAFETY

The fire safety regulations are deposited with the Organiser.

The official Safety Committee is very strict as regards stand construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc.).

The decisions taken by the committee during its tour of inspection are enforceable immediately. At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc. Failure to respect this rule may involve the removal of the materials, or it may be forbidden for the stand to be opened to the public.

ORGANISATION OF EMERGENCIES

COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on site. The contact details of the show's emergency first aid post are indicated on the halls plans. The first-aid worker present within each company on the site will provide first aid in the event of an accident.

(1 first-aid worker for 10 employees).

They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

In case of accident precise: The hall / The stand number / The lane and the stand number
Number of people involved and injured kinds

THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE

GENERAL SURVEILLANCE POST: +33 (0)1 72 72 18 18

FIRE SAFETY: +33 (0)1 72 72 15 32

MANDATORY

Exhibitors and stand installers may use non-French service providers. They will be informed by the organiser of French regulations regarding the use of a foreign workforce on French territory during the show's assembly and dismantling periods, and reminds them that it is very important to make the necessary declarations.

1 - PRELIMINARY DECLARATION OF SECONDMENT

Whatever their nationality, non-French service providers must complete a preliminary declaration of secondment (*déclaration préalable de détachement*) from the Ministry of Labour: online "[SIPSI](#)"

It is important to underline that French law, and in particular provisions regarding working hours and the minimum wage, applies to foreign workers as of the first day of their employment on French territory, however long they are working in France for.

According to law, no employee can therefore work in France:

- For more than 48 hours a week: please note that a week starts at midnight (12:00 am) on Monday and ends at midnight on Sunday (12:00pm)
- For more than 10 hours a day
- For more than 6 hours without a break (of at least 20 minutes)
- For more than 6 days in a single week.

All employees working on French territory must receive a monthly gross salary demanded by the Ministry of Labour.

FORMALITIES

USING FOREIGN SERVICE PROVIDERS

2/2

2- PROVISIONAL WORK PERMIT

Certain foreign service providers must also ask the Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle, Service et Main d'œuvre Etrangère for provisional work permits for employees sent temporarily on secondment to France;

Countries of origin which do not currently require this provisional work permit are:

Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, the United Kingdom, Sweden, Estonia, Hungary, Lithuania, Poland, Slovakia, Slovenia, Romania, the Czech Republic, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Monaco and San Marino.

These provisional work permits must be declared on the "[SIPSI website](#)" from the Ministry of Labour.

3 – MANDATORY FORM WHEN USING A SERVICE PROVIDER IN FRANCE RESIDING OR ESTABLISHED ABROAD

You must complete this interactive form from your computer and send it to:

COMEXPOSIUM – Logistics and Security Department

Mr Marc MAYEUR

70, avenue du Général de Gaulle F – 92508 Paris la Défense Cedex - France

SOCIAL SECURITY

Foreign service providers must also be able to prove that they have up-to-date social security protection for each of their employees on secondment in France:

If service providers from the European Union are not staying in France for more than two months, seconded workers will continue to contribute to and be protected by social security in their home country.

Service providers from outside the European Union must provide evidence that they have organised social security protection:

- In their country of origin, if it has signed a bilateral social security agreement with France; these countries are listed on the website www.cleiss.fr.
- If their country of origin does not have such an agreement with France, they must ask for a social security guarantee from a French organisation; all contributions are paid to this organisation: to do so contact URSSAF in Bas-Rhin:

URSAFF – 16, rue Contades - 67307 Schiltigheim – France

Tel: + 33(0)8 20 39 56 70 - Fax: + 33(0)3 88 18 52 74

Email: cnfe.strasbourg@urssaf.fr

FORMALITIES

MANDATORY FORM when using a service provider in France residing or established abroad

RETURN BEFORE 01ND SEPTEMBER 2024 TO:

COMEXPOSIUM – Direction Logistique & Sécurité
 Mr Marc MAYEUR
 70, avenue du Général de Gaulle F - 92508 Paris la Défense Cedex

EXHIBITOR

Company name:
 Pavilion: Aisle: Stand No:
 Stand name:
 Address:
 Postcode: Town/City:
 Country:
 Tel: Fax: E-mail:
 Cellphone:

IMPORTANT: SWORN STATEMENT

I the undersigned:
 Acting as:
 For the company:
 Located:
 Solemnly declare that I:

- understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
- shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in: on:

Authorized person's last name, first name,
 and signature, preceded by the wording
 "lu et approuvé" [read and approved]

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

1/2

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative,

TEVEA INTERNATIONAL

Claudia PRAMS

129-31, rue Saint Augustin – 75002 Paris – France

Tel: + 33(0)1 42 24 96 96 - Fax: + 33(0) 1 42 24 89 23

E-mail: mail@tevea.fr - Website: www.tevea-international.com

Siret: 331 270 280 00067

TEVEA International is specialized in handling TVA refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

TEVEA International, in cooperation with GOURMET SELECTION 2023, offers a simplified, secure and fast procedure for your company.

To benefit from this simplification, please fill in, sign and return the form bellow to TEVEA International.

IMPORTANT:

- Only original invoices are accepted by tax authorities for VAT refunds, so keep them in a safe place. If you lose them, you will not be able to reclaim the VAT amount in question.
- Copies, duplicates and certified copies will be refused by the French Tax Authorities. It is also prohibited for the organizer to make a second original of the invoice.

FOREIGN SERVICE PROVIDERS WORKING FOR EXHIBITORS

Stand construction contractors, lessors of equipment rental agencies, decorators, etc. cannot take advantage of this procedure. Services undertaken in France are subject to the French VAT.

These foreign services providers must invoice their clients with the French VAT and pay the VAT collected through the French tax representative intermediary to the Tax Authority, deduction made for the VAT on purchases.

FORMALITIES

REFOUND OF FRENCH VAT (TVA)

2/2

According to European Tax Legislation, organisers of international exhibitions may invoice certain services with TVA.

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of the TVA paid.

IMPORTANT

Please note: Companies not belonging to the European Union must appoint a French tax representative in order to apply for a tax refund.

For more information on the refund claims and procedures, exhibitors can contact our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International specialises in the handling of TVA refund claims, and will take care of the entire procedure on behalf of your company.

FAX REPLY FORM – PLEASE RETURN TO:**TEVEA INTERNATIONAL**

29-31 rue Saint Augustin– 75002 Paris - FRANCE

Tel: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23 –

Email: mail@tevea.com - www.tevea-international.com

We are attending the following French trade show:

GOURMET SELECTION 2024 from 15/09/2024 to the 16/09/2024 – Parc des Expositions de Paris Porte de Versailles

Please send us all information and documents concerning your TVA refund claim in the following languages:

FRENCH ENGLISH GERMAN ITALIAN SPANISH

Company name:

Address:

Postcode: City: Country:

Tel: Fax: Email:

Contact name:**Date and signature:**



Une



COMEXPOSIUM – 70 avenue du Général de Gaulle – 72058 Paris la Défense Cedex - France
SAS au capital de 60 000 000 € - 316 780 519 RCS Nanterre
Société mandataire d'intermédiaire d'assurance n°10058581 ORIAS (www.orias.fr)
La société Comexposium est soumise au Contrôle Prudentiel (ACP)